



Grant Making Procedures and Planning

Florida Public Transit Association Conference

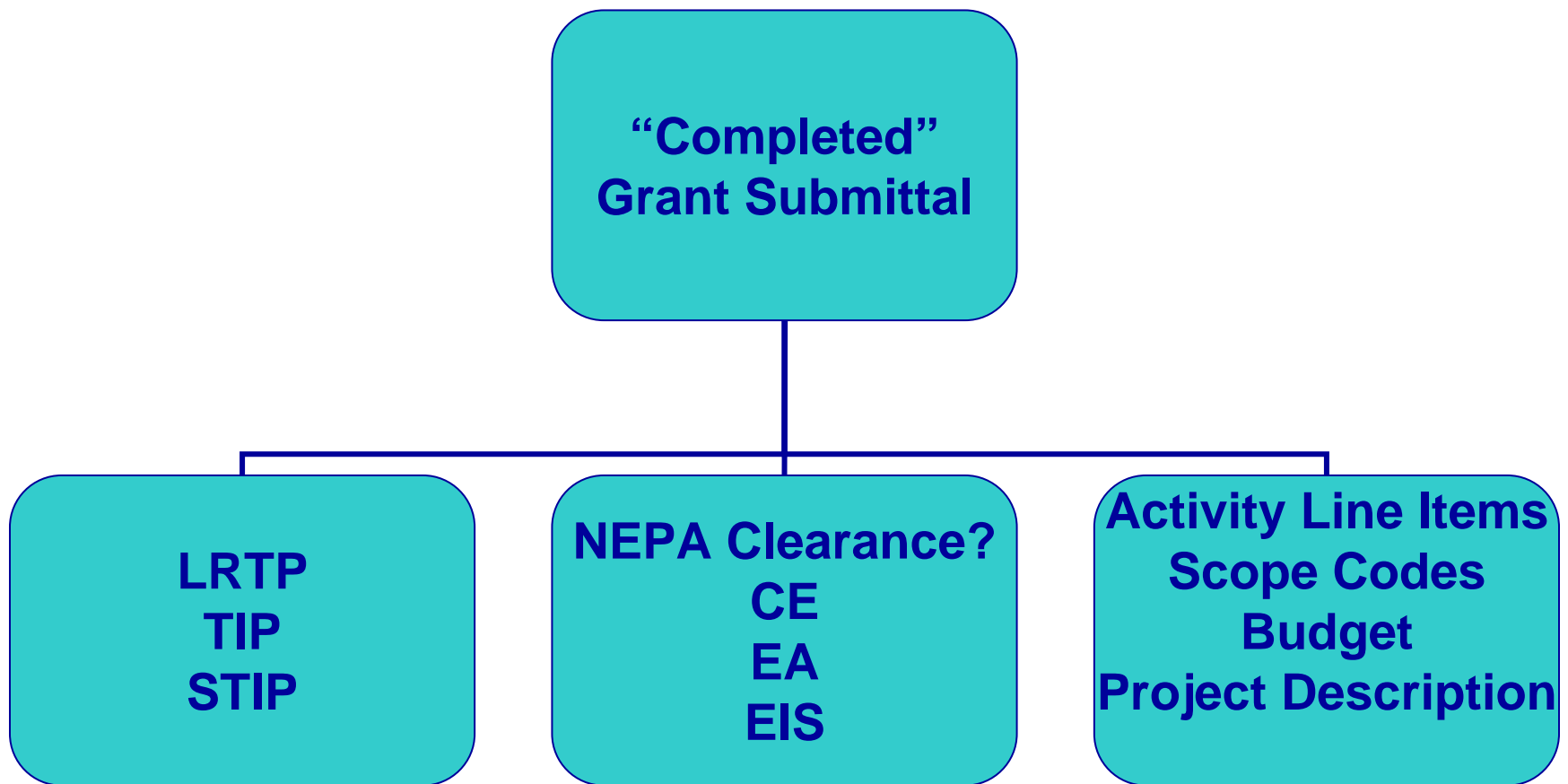
Monday, October 22, 2007
Orlando, Florida



FTA Grant Programs

Section 5303 Planning	Section 5307 Urbanized Area Formula Program	Section 5308 Clean Fuels Discretionary Program
Section 5309 New/Small Starts, Fixed Guideway, Bus and Bus Facilities	Section 5310 Elderly and Disabled	Section 5311 Non Urbanized Program
Section 5316 Job Access Reverse Commute (JARC)	Section 5317 New Freedom Formula Program	Section 5320 Transit in the Parks Discretionary Program
Section 3038 Over the Road Bus Program		

Necessary Steps for a “Complete” Grant

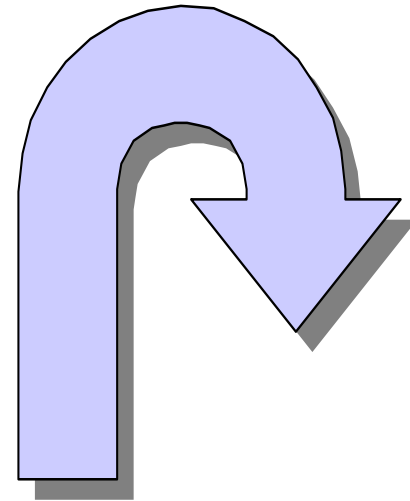


Frequently Asked Questions

- What takes my grant so long to be reviewed by FTA?
- What is the exact process for submitting a grant?
- What is the time frame for a grant to be awarded?
- What part do “I” play in making successful grants?

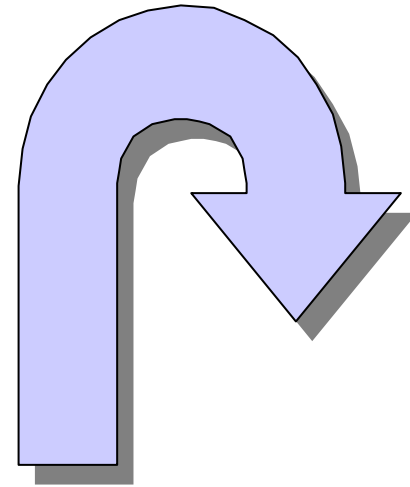
What Delays Draft Comments from being resolved?

- CMAQ and Funding Transfers
- A detailed, clear to understand, project description
- Comment Resolution addressed in a timely fashion
- Proper FTA notification via E-Mail/Phone



What Delays Draft Comments from being resolved?

- TIP/STIP
- Was the grant developed correctly or was it rushed (Errors)?
- Have you included new provisions applicable to the program you're applying for funding?



Common Errors

- Difficult-to-understand and incomplete project descriptions
- Program Date Errors
- Combining FY 06 funds with prior year funding
- Not running the “Review Errors” tool function FIRST
- Start/End Dates
- Mismatch of ALI’s, Milestones, and Environmental Findings
- Spare Ratios
- Vehicle Replacement Information

"The Process"

- Properly describe the project and site the fiscal year source of funding. If funds are from a state apportionment, please indicate
- Make sure that the project is in an approved TIP/STIP prior to notifying FTA to review the draft grant
- Review recent FTA Federal Register Notices and updated Circulars to ensure new guidelines and procedures are being followed

“The Process”

- Ensure that all transfer funds have been completed prior to initiating a DRAFT review
- Each ALI must have a Milestone and proper Environmental Finding
- All ALI's should be listed in numerical order
- Make sure that the ALI's correspond with the proper scope codes (see ALI tree on TEAMWeb Homepage)

"The Process"

- **MAINTAIN A RECORD** of your funding request AND grant submittals internally
- Email FTA once the grant is ready for a DRAFT review
- Allow 2-3 weeks for DRAFT reviews to be completed by FTA
- Allow a **minimum of 45-60 days** for grants that must be approved by the Dept. of Labor
- For discretionary grants (Section 5309) please allow time for the Congressional Release process

Transferring Funds (CMAQ, etc.)



- Keep track of CMAQ Request internally from START to FINISH
- 4 to 6 month process MINIMUM
- Initiated through the grantee, MPO, FHWA Division, FHWA HQ, FTA HQ and then to FTA Region 4
- FTA notification arrives once funds have been transferred from FHWA

Discretionary Grants

Section 5309

- Prepare to submit potential lapsing grants FIRST
- DO NOT prepare draft grants for project that have not completed the environmental process
- Is the project within an approved TIP/STIP?
- Proper project description

Friendly Reminders

- Submit a quarterly list of “dead” grants to FTA (Marie Lopez) for deletions
- Properly PLAN out your projects and grant submittals. **PLEASE DO NOT COMBINE** multiple submittals into one time frame.
- Submit and complete Certs and Assurances and TEAM Web Certifications **ON TIME**
- Adhere to deadlines for grant submittals
 - June 16, 2008 for Discretionary Funding Grants
 - July 15, 2008 for Formula Funding Grants
- Pay attention to the types of comments that were made on previous grants

Quarterly Time Frames

- **First Quarter**
(Oct. 1 through December 31)
- **Second Quarter** (January 1 through March 31)
- **Third Quarter** (April 1 through June 30)
- **Fourth Quarter**
(July 1 through September 30)

NEPA Reviews and Approvals

- Grant Making Season + NEPA Review Requests = DISASTER
- Proper Project Scheduling
- Opportunities for NEPA Review/Approval

ANY QUESTIONS?

Helpful Websites and Information

- www.fta.dot.gov (FTA Homepage)
- <http://dms.dot.gov> (Docket Mgt. System)
- www.apta.org (APTA)
- www.planning.org (APA)
- TEAM Web Help Desk
(Team.HelpDesk@fta.dot.gov) or via phone at
888-443-5305

THANK YOU!